

Commonwealth Green IT Standards and Practices

Commonwealth Office of Technology

Technology Category: Printing and Output Devices	Sub Category: Mainframe generated print
Responsible COT Organization/Person: COT Operation Services	
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Standards and Recommendations by Lifecycle

Procurement and Contracting:

- At a minimum, all printers leased or purchased by Executive Branch agencies shall be Energy Star Compliant. For additional information regarding Energy Star compliance see: <http://www.energystar.gov/>
- All printers should have the ability to print on recycled paper with no change to the stated specifications of the device.
- Every effort should be made to ensure the vendors are utilizing recyclable parts and supplies in the operation of their equipment whenever possible.

Configuration and Deployment:

- System administrators should ensure that the Energy Star features are enabled on all current and future equipment.
- When feasible and as funding allows agencies should work to ensure high volume production devices can work in conjunction with document management software at times eliminating the need for hard copy output.
- System administrators should ensure that all electrical needs are properly researched and are up to code prior to installation. Production devices often require special electrical connections beyond that of a typical MFD.
- System administrators should ensure that the location of production devices has been researched and that all Federal and State guidelines and restrictions are being adhered to. Such devices are often large in size and every effort should be made to keep the device footprint to a minimum.

Operations and Administration:

- When feasible every effort should be made to consolidate the number of high output devices to allow for the smallest footprint possible in the data center environment. All outdated and displaced equipment should be disconnected from power outlets and should be transported to the Division of Surplus Property for recycling/disposal.
- Commonwealth IT and desktop management organizations shall stay abreast of the latest Green IT industry standards and business practices and incorporate the latest proven tools/practices into the daily management of agency scanning, printing and output devices.

Usage and User Practices:

- Staff should be encouraged to print documents only when necessary.
- Agencies should be made aware of the Commonwealths various document management software offerings such as RDS, which provides an opportunity for agencies to store their Mainframe generated data online and view as needed as opposed to printing. Commonwealths IT departments should be educating agency customers on these options and ensuring every effort is being made to eliminate unneeded print.
- Research and Training of document management software both “off the shelf” and “in-house” developed should be a top priority of the Commonwealth’s IT departments.
 - Example: COT Operation Services has developed an “in-house” product which allows many of the Production Controllers who work with batch systems to route output previously printed to an online viewing application eliminating the need for output. In some cases, this output is printed and then discarded.
- Additional enterprise standards regarding printing are available for review at:
<http://www.gotsource.ky.gov/docushare/dsweb/Get/Document-278424/CIO-086%20-%20State%20Agency%20Local%20Print.doc>

Consumables:

- Operators should work with vendors to ensure proper training on handling and recycling of waste associated with the operation of the devices.
- When possible, an agency should consider standardizing the media type (paper) used in print output. Reducing the number of different media types can greatly reduce the amount of space needed to store such media, thus reducing the overall footprint.

Energy Utilization and Efficiency: See procurement and operations recommendations above.

End-of-Life Recycling & Disposal:

Purchased Equipment - All Executive Branch end-of-life electronic equipment shall be documented as surplus and transported to the Division of Surplus Properties per established procedures issued by the Finance and Administration Cabinet. An eScrap contract has been established with a third party vendor to recycle all end-of-life computers, copiers/printers, components and cables in an environmentally responsible manner.

Note: When feasible, high end production equipment which is being replaced/upgraded shall be offered as trade-in when fiscally advantageous for the Commonwealth.

Future Direction: Many high end production manufacturers such as Xerox are now beginning to offer “click” charges (per page charges) on their high end full color printers for black only prints at a rate comparable to the black only print rate on black & white production devices. This trend will soon allow customers who have a large need for black & white production print and a smaller need for color production printing to purchase a single device instead of two separate devices. This will begin to reduce the number of these large production devices as a whole thus improving the “Green” footprint for the Commonwealth as a whole.

Architecture and Standards:

No changes here.

Related References Links:

- For information regarding Energy Star compliance see: <http://www.energystar.gov/>
- For additional standards and practices for printing see:
<http://www.gotsource.ky.gov/docushare/dsweb/Get/Document-278424/CIO-086%20-%20State%20Agency%20Local%20Print.doc>
- For more information on the Commonwealth’s requirements regarding recycled paper see:
<http://www.lrc.state.ky.us/kar/200/005/330.htm>

Comments and Constraints:

